

AMENDMENT TO WORKFORCE INVESTMENT ACT CONTRACT WITH
COMMUNITY PARTNERSHIPS, INC.

This contract ("Amendment No. 1") is made and entered into as of the 1st day of July, 2014, between the City of Durham, a municipal corporation ("City") and Community Partnerships, Inc. ("Contractor"), a not-for-profit corporation organized and existing under the laws of North Carolina.

The City and the Contractor entered into a contract titled "Workforce Investment Act Contract with Community Partnerships, Inc." dated January 1, 2014. That contract is referred to as the "Original Contract."

The Office of Economic and Workforce Development has found the performance of Contractor to be satisfactory and the parties hereby elect to extend the contract for twelve additional months from July 1, 2014 to June 30, 2015 to provide youth framework services under the City of Durham Youth Employed and Succeeding Program. Accordingly, by mutual agreement of the parties, the Contract is amended as follows:

1. Delete the first paragraph in Section 2, "Scope of Services" of the Original Contract, and insert the following:

Contractor shall perform the services and activities outlined in revised Attachment A, titled "Statement of Work for Amendment No. 1 FY 2014-15". Contractor will achieve the following outcomes between the period of July 1, 2014 – June 30, 2015:

Participation Goals

- No less than 150 enrolled youth, including those in follow-up activities that have exited from the active caseload, shall be served between July 1, 2014 and June 30, 2015. The program will not exceed a 60:1 ratio of youth to youth specialist.
2. Delete Section 4, "Payment under the Contract," of the Original Contract and replaced with the following:

Sec. 4. Pyament under Contract. The City shall make payments on a cost reimbursement basis to the Contractor for services and activities described in Attachment A, and within the budgeted line-items provided for in revised Attachment B, titled "Program Budget for Amendment No. 1 FY 2014-15" in an amount not to exceed, for the entire Original Contract, as amended, \$350,000. Those payments shall be made by the City within 30 days of receipt of invoices for services received from the Contractor. No less often than monthly, the Contractor shall send invoices to the Office of Economic and Workforce Development's Workforce Development Administrator, whose name and address shall be provided by the City.

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Notwithstanding anything in the Contract which may be to the contrary, Contractor understands and agrees that any payment made under or in any way relating to this contract by the City is limited to the lesser of (i) funds made available for that purpose by the North Carolina Department of Commerce, Division of Workforce Development (DWD) under the grant referred to above, or a total maximum of contract amount of (ii) \$525,000.

Contractor shall submit the following documents as attachments to justify costs that are invoiced on a monthly basis:

1. A list of staff, with percentages of time spent working on the project each month, and amount of salary charged to the project for the month.
2. A list of the fringe benefits and percentage and/or dollar amount of each.
3. A list of project staff's travel reimbursements, indicating mileage reimbursement rate, time period covered, and payroll date reimbursed.
4. General ledger detail report of client support service costs.
5. General ledger detail reports for all other budget categories that exceed \$1,000.00 in expenses per month.

Contractor shall have available for in-house review, as needed, sufficient additional documentation to justify costs that are funded under the contract, including:

- . Time sheets or payroll registers
- . Documentation related to the fringe benefit percentages for each employee whose salary is charged to the contract
- . Documentation related to the cost of space
- . Documentation to substantiate travel costs that are invoiced
- . Documentation of supply costs
- . Documentation of other program costs such as advertising, technology, food and meeting costs, professional services, employee morale, insurance, criminal background checks, maintenance and repair and other costs allowable under the Office of Management and Budget and the policies of the Durham Workforce Development Board
- . Documentation of client support service costs such as childcare, books, supplies, and emergency services that are allowable under the Office of Management and Budget and policies of the Durham Workforce Development Board

Contractor performance will be reviewed on a monthly basis. Failure to reach the

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goals and objectives, and failure to carry out the services and activities as set out in this Amendment No. 1 and Attachment A and Attachment B in a timely manner, will result in delay of payment to Contractor under this Contract and will be in breach of the Contract.

3. In Section 7, delete the title for Attachment A and replace with “Statement of Work for Amendment No. 1 FY 2014-15”. Delete the title for Attachment B and replace with “Program Budget for Amendment No. 1 FY 2014-15”.
4. Replace the original Attachment A with the revised “Statement of Work for Amendment No. 1 FY 2014-15” and the replace the original Attachment B of the and replaced with “Program Budget for Amendment No. 1 FY 2014-15”, both attached to this Amendment No. 1.

IN TESTIMONY WHEREOF, the parties hereto have caused this Amendment No. 1 to be executed, as of the day and year first above written.

[Signatures Appear on Following Page(s)]

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CITY OF DURHAM

ATTEST:

BY:

Preaudit Certificate:

COMMUNITY PARTNERSHIPS, INC.

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By: _____

Title: _____
(Affix corporate seal.)

State of _____

**ACKNOWLEDGMENT BY
COMMUNITY PARTNERSHIPS, INC.**

County of _____

I, a notary public in and for the aforesaid county and state, certify that
_____ personally appeared
before me this day and stated that he or she is (strike through the inapplicable:)
chairperson/ president/ chief executive officer/ vice-president/ assistant vice-president/
treasurer/ chief financial officer of COMMUNITY PARTNERSHIPS, INC., a non-profit
corporation, and that by authority duly given and as the act of the corporation, he or she
signed the foregoing contract or agreement with the City of Durham and the corporate
seal was affixed thereto. This the _____ day of _____, 20_____.

My commission expires:

Notary Public

Attachment A

Statement of Work for Amendment No. 1 FY 2014-14

Community Partnership's Durham Youth Employed and Succeeding (DYES)

The program design outlined below will help the Durham Workforce Development Board achieve its goal of creating a comprehensive youth program with a single access point for all youth in the Durham Local Area.

Program Design Components & Client Flow

Outreach & Recruitment:

The Durham YES program has consistently met or exceeded enrollment expectations. Referrals from current and past program participants, as well as from our network of collaborative partners, have historically been the program's primary sources for new enrollments. These referral sources have been, and will continue to be, augmented by a targeted recruitment plan designed to reach youth who are most at risk (and their family members). The YES program's recruitment plan for PY2014 consists of a series of collaborative activities with organizations across the community, including:

- *Targeted outreach in low-income areas.* Several organizations in low-income areas across Durham (including W.D. Hill Community Center, Walltown Community Center, West End Community Center, and the Boys & Girls Club) hold regular informational fairs for youth and other community members in the area. Program leadership and staff will work with these organizations to present a comprehensive overview of the YES program, including requirements for eligibility and enrollment, to potential YES participants.
- *Targeted outreach to out-of-school youth.* The YES staff will partner with the Durham Public School office to develop a list of areas in the community in which there is a high concentration of high school dropouts. Using this information, staff will conduct recruitment activities in those areas that are designed to appeal specifically to this population. Recruitment could include informational booths at community health centers, presentations by staff, and other activities.
- *Targeted outreach to in-school youth.* YES program leadership is committed to strengthening and expanding its collaborative work with the Durham Public School System in order to reach young people who are at risk of dropping out. Our recruitment plan includes a renewed emphasis on reaching out to school principals and other staff—not only to identify students in need of help—but to develop a comprehensive, collaborative approach for pooling our resources in a way that is both beneficial to students as well as efficient and effective.

System Orientation & Application Process

CPI's YES program holds weekly informational sessions for interested youth at its Durham offices. These one-hour sessions are conducted by the YES Program Manager

and explain the goals of WIA legislation, services available through CPI's YES program, eligibility criteria, and documentation and paperwork required for enrollment. Each interested youth completes a YES program application at this time that provides the Program Manager with basic information regarding the individual's educational background, income level, and existing barriers. Based on the information provided on the application, the Program Manager has the youth complete additional enrollment forms and provides a list of the documentation that will be required to continue to the next phase. It is the responsibility of each youth to deliver required documentation.

Objective Assessment, the Individual Service Strategy, & Enrollment

After the youth returns all required paperwork and eligibility is confirmed, the YES Program Manager administers the Reading, Mathematics Computation, and Applied Mathematics sections of the TABE Locator test to determine the appropriate level of the TABE survey test for that youth. The Reading, Mathematics, and Applied Mathematics sections of the appropriate TABE survey are then administered based on Locator results. Any youth who scores below an 8.9 on the TABE survey is considered basic skills deficient.

The YES Program Manager also conducts an interview and informal assessment of the youth, during which they discuss assessment results, the youth's educational background, career skills and interests, work readiness, support service needs, and family situation. For any youth determined to not be a good fit for the YES program, the Program Manager provides referrals to other appropriate services and agencies.

After a youth's initial assessments are completed and analyzed the YES Program Manager assigns a Youth Specialist to work with that individual (the participant to Youth Specialist ratio will not exceed 50:1). The Youth Specialist conducts a formal career assessment and then works with the youth to design an individual service strategy (ISS) that is based on assessment results and that reflects that youth's unique needs and goals. Development of the ISS may also involve the youth's parents or caregivers, the YES program's collaborative partners, and others as appropriate. The ISS incorporates an employment goal, the education/training needed to achieve that goal, the youth's supportive service needs, and the measurable, concrete steps the youth must take to succeed. The ISS is a living document, and as the needs of a participant change, the Youth Specialist works in partnership with him or her to revise the plan as necessary. Upon completion of the initial ISS, and if it is determined that the youth would benefit from YES services, the participant will be formally enrolled in the program. The Youth Specialist completes the youth's intake in NC Works and compiles an individual case file. The YES Program Manager is responsible for reviewing and verifying each participant's case file before finalizing enrollment into the YES program.

Program Elements

Once a youth enrolls in the program, YES Youth Specialists are responsible for providing ongoing **comprehensive guidance and counseling** and for providing referrals to licensed providers of substance abuse counseling and/or mental health services if needed,

including continued and expanded collaboration with BECOMING. The YES program believes that assessment is an ongoing process and that no single tool can identify each and every need of the individuals we serve. As part of comprehensive guidance and counseling, the Youth Specialist spends time with each youth at home, at work, and/or in the community to gain a full understanding of what the youth experiences every day. This relationship-building process, while not a formal assessment, is critical to identifying the services and support the youth will need in order to achieve success. Youth Specialists are also responsible for crisis intervention. Comprehensive guidance and counseling is, by definition, an all-encompassing activity that is highly individualized for each enrolled youth. The Youth Specialists must have the experience to address the incredibly varied needs of the population they serve. Youth Specialists also serve as adult mentors for enrolled youth and act as consistent, trustworthy adult role models upon whom participants can depend. Comprehensive guidance and counseling, when delivered in an authentically person-centered manner, requires the YES Youth Specialist to understand the needs of each individual and to have access to a vast array of community resources.

Positive youth development theory tells us that youth need support in all areas of life in order to succeed. **Supportive services**—provided only when all other service options have been exhausted—are available to help participants pay for housing, books, tuition, child care, transportation, work uniforms, and other items needed for successful attainment of employment or educational goals. Youth Specialists are responsible for helping youth locate and apply for appropriate supportive services and for requesting funds for these services when unable to identify an alternative solution to the youth's needs. Often this population experiences immediate or "last-minute" emergencies. The YES program is poised to respond to these situations and typically processes payments for approved supportive services within two business days or—when necessary—in as little as two hours.

YES provides referrals to community agencies that enable participants to access **occupational skills training** based on the employment goal identified in each youth's ISS. Current and past community partners in occupational skills training include Optimal Health Care, Milestones Culinary Arts Institute, Parkwest Barber School, Gericare, Durham Technical Community College, Triple A, and more. The Youth Specialist and/or Job Developer will work with youth to identify occupational skills training providers and to expand the network of vendors who provide these services.

Currently, there is no WIA provider of **adult mentoring** services in Durham. To close this gap in services, the Durham YES program will operate a mentoring program in PY14 through its RAP Sessions and Mentoring Luncheons. Program staff will conduct two Rap Sessions per month in PY14. Half of these sessions will focus on employment through the Learn to Earn initiative, while the other half will address topics including money management, self-esteem building, accountability, parenting skills, and other relevant issues. Community members and representatives from area businesses will lead the RAP sessions, and will be invited to attend quarterly *YES Mentoring Luncheons* with the

youth who attended their sessions, or any other enrolled youth interested in attending. The luncheons will allow these community members and youth to reconnect and provide the presenters a structured event during which they can offer continued guidance and support. It will be a key goal for program staff and leadership to expand its RAP Session presenter network in PY14. Program staff will also develop a structured set of additional activities for RAP Session presenters and youth designed to keep these two groups connected throughout the year—beyond the luncheons and the RAP sessions themselves (for example: inviting RAP Session presenters to conduct soft skills training for youth working towards employment).

Youth Specialists also provide 12 months of **follow-up services** after a youth completes the program to ensure their successful transition to employment and further education. If necessary, program staff may re-enroll a youth if he/she requires further intensive supports while in follow-up services.

Strategic Collaboration

The Durham YES program has built a strong network of collaborative partners in its 9 years of operation. We will continue to work with our partner agencies in the coming program year, but have also identified three key areas in which we will work to strengthen and expand collaborative efforts.

Durham YES & the Department of Public Instruction

We believe that, to effectively engage the young people who are most in need in our community, a strong partnership must exist between Durham YES and the Department of Public Instruction. Already, we work closely with alternative high schools in the area, and we will continue our efforts to partner with these schools to meet the needs of enrolled youth—and to identify additional youth who would benefit from program services. In PY14, Durham YES will seek to build upon and expand collaborative efforts with the school system as a whole. Program staff and leadership will participate in educational task forces and other committees concerned with issues that impact young people in Durham. We have gained a unique perspective on Durham's youth throughout the years of the program's operation. By adding our feedback and ideas to the ongoing community discussion, we believe that the Durham YES program can play an important role in identifying opportunities to provide more efficient and effective services through strategic collaboration.

Durham YES & the business community

The goals of focusing strategic outreach efforts on the business community are to: increase the number and variety of paid and unpaid work experiences available to youth enrolled in the program; and to develop relationships with employers so that the business community recognizes the value of YES services and views enrolled youth as promising members of the emerging workforce. Towards these goals, program staff will foster relationships with 10 new businesses over the course of 12 months for occupational skills training and paid and unpaid work experiences. The second way in which the YES program will enhance its collaboration with the business community is through our Learn to Earn Initiative. Learn to Earn is a series of monthly employment-

related RAP Sessions. Businesses and employers who represent growing industries (including healthcare, green jobs, bio-tech, advanced manufacturing, technology, and more) will conduct monthly RAP Sessions for youth who are interested in learning more about these particular career fields. Following these RAP Sessions, youth will be invited to tour the businesses represented in the employment RAP Sessions, and to attend informal lunches with the employees of that company. This will provide youth with an opportunity to have a more complete experience related to these career fields and will give employers a more meaningful experience with—and connection to—the youth.

Durham YES & the juvenile justice system

Youth who are already involved in the criminal justice system face particularly challenging barriers to educational and career success. YES staff has extensive experience working with this sub-population of youth; in PY12, nearly one quarter (24%) of youth in the program had a criminal background. Today, there are 35 enrolled youth who are classified as offenders. YES services are designed to meet the unique needs of these young people, and program leadership is committed to helping them work towards a better future. Strategic and expanded outreach efforts to engage youth in the juvenile justice system, will be targeted at three facilities: the CA Dillon Youth Development Center in Butner; The Durham Youth Center on Broad Street; and The Criminal Justice Resource Center. The CA Dillon Youth Development Center and the Durham Youth Center are residential facilities for youth and the Criminal Justice Resource Center has Substance Abuse Counselors on site. Collaborative activities will include recruitment of youth at these facilities who would benefit from YES services, as well as ongoing communication about the needs of youth and resource and information sharing.

Achievement Academy of Durham

The Achievement Academy of Durham and the YES program have established a strong and effective partnership, one that drives referrals for both programs and that helps youth achieve educational success. Currently, 50 youth enrolled in the YES program are attending pre-GED, GED, or post-secondary test preparation classes at the Achievement Academy. When a YES participant requires GED classes, staff members from the Achievement Academy participate in that youth's initial ISS meeting along with the YES Youth Specialist. Together, they help the youth establish realistic and achievable benchmarks for earning a GED, and identify the supportive services he or she will need in place in order to be successful.

The Durham Career Center

The YES program has always worked closely with the Durham Career Center, and we will continue to do so in PY14. Utilizing the tools available at the Career Center, program staff regularly assist youth with job searches and resume development as part of their path to employment. Staff also volunteer at the annual Career Fair, working with youth and adults seeking to improve their work-readiness skills and/or looking for a job. All new YES enrollees receive an orientation regarding the Career Center system and its available services. YES program staff will also continue to work regular shifts at the

Career Center to provide assistance with its ongoing initiatives and offer expertise and knowledge about services available to youth in Durham County.

Staffing Structure

In PY14 staff will be comprised of both existing and new employees. For detailed descriptions of staff duties and resumes, please refer to Attachment E. The staff will consist of a Program Manager, 3 Youth Specialists, a Job Developer, the Director of Vocational Services, the Chief Operations Officer, and the Director of Quality Assurance.

Facilities & Hours of Operation

YES program hours are M-F, 8:30 AM-4:30 PM. However, services are often provided outside of typical business hours to meet the needs of individual youth. YES is currently operating in CPI's Durham office. The building complies with all requirements of the Americans with Disabilities Act, and the YES program occupies approximately 1,383.63 square feet. The building is located 352 yards from the downtown bus terminal.

Attachment B

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Attachment B – Program Budget for Amendment No. 1 FY 2014-15

Proposed WIA Year Round
Youth Budget

Agency's Name: Community Partnerships, Inc.

Program Costs	Number	Line Item Totals	
Staff Salaries	100	\$ 175,238	
Fringe Benefits	101	\$ 45,438	
Staff Travel	102	\$ 3,948	
Scholarships	103	\$ 9,000	
Employer OJT Incentives	104	\$	
Participant Wages	105	\$	
Participant Fringe Benefits	106	\$	
Rent	107	\$ 28,308	
Supplies	108	\$ 4,160	
Equipment	109	\$	
Communications	110	\$ 7,062	
Staff Training and Dev.	111	\$ 5,000	
Other Program Expenses	112	\$ 8,194	
Subtotal Program Costs		1XX \$ 286,348	

Supportive Services Costs	Number	Line Item Totals	
Child Care Costs	200	\$ 1,500	
Participant Transportation Costs	201	\$ 7,500	
Other (describe)	202	\$ 9,000	
Subtotal Supportive Services Costs		2XX \$ 18,000	

Youth Project Costs	Number	Line Item Totals	
Total Program Costs	300	\$ 304,348	
Less Program Income: (In-Kind Funds)	301	\$ 0	
Program Costs**		3XX \$ 304,348	Net Program

Administration Cost	400	\$	
Percent of Net Program Costs (Less In-Kind G&A)	15%	\$ 45,652	<u>\$ 45,652</u>

301 In-Kind Funds		
Description	Source	Amount

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		\$ 0.00
Subtotal- In-Kind Program Costs	CPI	\$ 0.00

In-school (up to 50%)	\$ 52,500 (15%)
Out-of-school (at least 50 %)	\$297,500 (85%)

Contractor's Signature

Appendix D – Program Cost

100 Staff Salaries				
Position Title	Pay Rate Per Hour	% Of Time Applied to Program	Months Applied to Program	Salary Cost to Charged to Program
Program Manager		100%	12	\$ 45,000
Youth Specialist		100%	12	\$ 39,000
Youth Specialist		100%	12	\$ 36,252
Youth Specialist		100%	12	\$ 35,496
Job Developer		100%	2	\$ 5,066
Director of Vocational Services		15%	12	\$ 9,444
Director of Quality Assurance		6%	12	\$ 3,384
Chief Operations Officer		2%	12	\$ 1,596
Total Staff Salaries				\$ 175,238 (100)

101 Fringe Benefits	
FICA: Salaries \$ 175,238 x 7.65 % Rate	\$ 13,406
Worker's Comp: Salaries \$ 175,238 x 1.53 % Rate	\$ 2,681
Health Insurance: Monthly Rate Per Person \$ 420.64 x 5.03 (eligible) FTE x 12 Months of Service*	\$25,390
Pension (Retirement) and FSA Plan: Salaries \$ 175,238 x .26 % Rate	\$ 456
Unemployment Insurance: Salaries \$ 175,238 x 2.00 % Rate	\$ 3,505
Other Fringe Benefits: (Specify and Attach Itemization)	\$
Total Fringe Benefits	\$ 45,438 (101)

*For Health insurance Computation, determine full time equivalent persons month using % of time and months applied to each budgeted position.

102 Staff Travel (Training)	
Mileage: $\frac{1096.67}{(\text{miles per month})} \times \frac{12}{(\text{number of months})} \times \$ \frac{.30}{(\text{per mile})}$	
Total Staff Travel (Training)	\$ 3,948 (102)

103 Scholarships		
Description	Source	Amount
Occupational Skills Training	It could be a number of agencies depending on the needs of the youth: such as Optimal Health Care, DTCC, and/or Milestones.	\$ 9,000
Total Amount of Funds		\$ 9,000 (103)

104 Employer OJT Incentives*	
Employer's OJT Incentive: _____ x \$ _____ (number of slots) (average cost)	
Total Amount of Funds	\$ (104)

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*Jobs must be developed in accordance with skill training occupations identified within the local area plan. OJT is only available to youth ages 16-18, ages 18-21 will receive this service through JobLink Career Centers.

105 Participant Wages (Work Experience)					
<i>Job Title</i>	<i># of Slots</i>	<i>Wages per Week</i>	<i>Number Hours Per Week</i>	<i>Number of Weeks</i>	<i>Participant Wage Itemization</i>
					\$
					\$
					\$
					\$
					\$
					\$
<i>Total Participant Wages</i>					\$ (105)

106 Participant Fringe Benefits	
FICA: Salaries \$ x % Rate	\$
Worker's Comp Salaries \$ x % Rate	\$
Other Fringe Benefits: (specify and attach itemization)	\$
<i>Total Participant Fringe Benefits</i>	\$ (106)

107 Rent	
Rent Costs-Durham Office <u>\$18.20 per sq ft (x) 1,383.63 sq ft (for 6 months) = \$25,188</u>	
Rent Costs-Raleigh Office <u>\$15.99 per sq ft (x) 45 sq ft (for 12 months) = \$720</u>	
Parking Durham Office <u>\$50.00/month (x) 4 parking space (for 12 months) = \$2,400</u>	
<i>Total Rent Costs</i>	\$ 28,308 (107)

108 Supplies	
Description	Amount
Program Supplies	\$ 1200
Office Supplies	\$ 1960
Furniture, Equipment, Software < 500	\$ 1000
<i>Total Supply Costs</i>	\$ 4,160 (108)

109 Equipment		
Description	State Contract yes/no	Amount

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Total Equipment Costs	\$ (109)
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110 Communications			
Description	Rate Per Month	Number of months	Total Costs
Communications (phone, cell, internet, printing and copying)		12	\$ 7,062
			\$
Total Communication Costs			\$ 7,062 (110)

111 Staff Development and Training	
Description	Amount
Training	\$ 5000
Total Staff Development and Training Costs	\$ 5,000 (111)

112 Other Program Expenses	
Description	Amount
Food and Meeting	\$ 2,400
Program Discretionary Funds	\$ 100
Professional Services - technology	\$ 2,568
Professional Services – Other (A133 Audit)	\$ 1,300
Other expenses such as payroll processing fees, coffee, water, etc.	\$ 432
Insurance	\$ 1,344
Misc – Allowable	\$ 50
Total Other Program Costs	\$ 8,194 (108)

Appendix E – Supportive Service

200 Childcare costs	
Childcare Costs: \$ <u>150</u> x <u>10</u> x <u>1</u> (rate per wk) (# of children) (# of weeks)	
Total Childcare costs	\$ 1,500 (200)

201 Participant Transportation Costs	
Participant Reimbursement \$ _____ x _____ x _____ (rate per mile) (# of part) (# of weeks)	\$ _____
Third-party Carrier \$ _____ x _____ x _____ (rate per mile) (# miles per mo.) (# of months)	\$ _____
Bus Passes (\$625 a month for 12 months)	\$ 7,500
Total Participant Transportation Costs	\$ 7,500 (201)

202 Other Supportive Services	
Description	Amount
Emergency Funding	\$ 2,000
Uniforms, clothing, and equipment	\$ 2,000
Incentives	\$ 3,000
Other	\$ 2,000
Total Costs	\$ 9,000 (202)

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Budget Narrative:

CPI is requesting \$350,000 in WIA funds. The Budget Form (Appendix C) does not provide a location in which to enter this total request amount.

100 Staff Salaries: Cost of program staff salaries.

101 Fringe Benefits: Cost of staff benefits, including FICA, Worker's Comp, Medical, Dental, Long Term Disability, Life, Unemployment Insurance, 401K Retirement plan fees, and Flexible Spending Account plan fees.

102 Staff Travel: Cost of staff travel to program activities and meetings, including travel to employers, service providers, participants' homes, and funder sites.

103 Scholarships: Funding for occupational skills training for approximately 18 youth.

107 Rent: Rent for program space, utilities, maintenance, parking, and janitorial expenses.

108 Supplies: Cost of office supplies, technology supplies, and program materials.

110 Communications: Cost of on-site telephone and internet and cell phones for staff.

111 Staff Training & Development: Cost of staff training at conferences and workshops and for staff travel related to hosting community presentations about the program.

112 Other Program Expenses:

- *Food & Meetings:* Cost of hosting program activities and meetings, including Mentoring Luncheons, RAP Sessions, and Learn to Earn.
- *Program Discretionary Funds:* Cost of a celebration upon meeting the program's outcomes.
- *Professional Services-Technology:* Cost of computer support and related expenses.
- *Professional Services Other:* Prorated cost of A133 Federal Compliance Audit
- *Other Expenses – Allocated:* Cost of payroll processing fees, coffee, water, etc.
- *Insurance:* Cost of auto and professional liability and sexual abuse/molestation insurance.
- *Miscellaneous Allowable-* Cost of background check of project staff.

200 Child Care Costs: Cost of child care needed by participants to engage in program activities.

201 Participant Transportation Costs: Cost of participant travel to and from program activities, including GED classes, employment sites, education/training classes, and Durham Career Center.

202 Other: Cost of participants' emergency needs (i.e. rent, utilities, etc.), other needed items (work uniforms, etc.) and incentives.

400 Administrative Cost: 15% of the program's direct costs, including salaries and benefits for personnel responsible for payroll, check processing, fiscal monitoring, etc.